



## **BOROUGH OF BEACH HAVEN**

Special Events, Block Parties, Bonfires  
Policies and Application

300 Engleside Ave., Beach Haven, NJ 08008  
(609) 492-0111 x210 Fax (609) 492-6262

Thank you for your interest in holding a special event or block party in the Borough of Beach Haven. This application is needed for special events that are open to the public, beach bonfires, or for residential block parties. Attached are the items needed to be obtained prior to the approval and issuance of a permit for your upcoming event. Please follow the application directions carefully.

### **Special Event Requirements and Conditions**

1. Any person wishing to hold a special event, beach bonfire, or block party shall file an application and the required fees with the Borough Clerk at least **14 days prior** to the date of the event. **Applications and fees may be filed beginning January 1<sup>st</sup> of the year in which the event is being held.**
2. The application will be reviewed by the appropriate agencies including Police, Fire, Public Works, Borough Manager, Mayor and Council, and others as determined, to approve the use of Borough property for the event. Once all paperwork, insurance requirements and all applicable fees have been paid and submitted, a permit will be issued by the Borough Clerk's Office. You are required to have this permit onsite during the event. If your event has not been issued a permit by the Clerk's Office, **your event will not be able to occur** and your use of the property will be revoked.
3. The applicant shall comply with all applicable Borough ordinances, codes, conditions and requirements.
4. Requests for Fire and Emergency Services shall be subject to requirements and the interpretive authority and discretion of the Borough.

5. Requests for Police services shall be subject to the interpretive authority and discretion of the Beach Haven Police Department and separate fees will apply. Traffic & crowd control determinations will be made at the discretion of the Chief of Police or their designee. **If it is determined that your event needs traffic or crowd control, additional fees will apply. The cost of traffic and crowd control must be paid prior to your event.** If additional police are needed beyond that anticipated, you will be invoiced the difference.

6. Applicants for Special Events must provide a certificate of General Liability Insurance with the minimum combined single limit liability per occurrence for bodily injury and property damage of one million (\$1,000,000) dollars with a minimum annual aggregate of two million (\$2,000,000) dollars. The Borough may require "Liquor Liability or Host Liquor Liability" coverage be provided by the applicant. For certain uses, "Spectators", "Athletic Participants" and/or "Sports Accident" coverage may be required to be maintained by the user.

7. Applicants for all events must provide a completed Hold Harmless Agreement indemnifying the Borough of Beach Haven.

8. No residential block party shall be conducted in such manner as to interfere with the safe passage of emergency vehicles and shall not continue for more than four (4) hours.

9. Bonfire permittees shall call the Beach Haven Police Department, at 609-492-0505, as soon as their event is over and the bonfire site has been cleaned. The police will verify that the area has been cleaned completely and is safe **prior to the permittee leaving the bonfire site.**

10. Banners used for your approved event may only be displayed on the Borough tennis court fence during your event.

11. Applicants may provide digital artwork to the Borough to be posted on the Visit Beach Haven website, Facebook, and Instagram. Artwork will not be created by the Borough; ads must be provided to the Borough by the applicant.

**\*\*\*EVENT PERMITS WILL NOT BE ISSUED UNTIL EVERY ITEM REQUIRED IS RETURNED. THAT INCLUDES ALL PAPERWORK (INSURANCE) AND ALL FEES ASSOCIATED WITH THE EVENT. EVENTS CANNOT BE HELD UNLESS A PERMIT IS ISSUED BY THE MUNICIPAL CLERK'S OFFICE. THIS IS SEPARATE FROM THE REVIEW AND PRELIMINARY APPROVAL OF YOUR EVENT APPLICATION.**

## **Special Event Fees**

**Non-Refundable Application Fees:** The non-refundable application fee is due at the time the application is submitted. Fees are as follows:

- **\$5.00 Non-Profit Organizations**
- **\$30.00 For-Profit Organizations**
- **\$200.00 for a Bonfire**
- **No Application Fee for a Block Party**

**Rental Fees:** Non-Refundable rental fees may be handed in with the application and application fee but must be paid once the application has been preliminarily approved.

- **\$50.00 Non-Profit Organizations:** Civic, Religious or Educational Organizations must submit a rental fee per applicant/organization per calendar year.
- **\$300.00 For-Profit Organizations:** Must submit a \$300.00 non-refundable rental fee per applicant/per calendar year.
- **\$50.00 Residential Block Party**
- **No Rental Fee for a Bonfire**

**Park Bond/Security Deposit**                      **\$200.00 for all events except block parties**

**All applicants** requesting the use of Borough property, including public restrooms, must post a \$200.00 security deposit per event. This bond is to offset any additional costs incurred by the Borough's Public Works Department to restore the area, and any public restrooms used, to their previous conditions. It also includes any extra work required to cleanup garbage improperly disposed of. The balance of the deposit shall be refundable AFTER deducting the costs of necessary restoration expenses incurred. Billing shall be on a time-and-material basis. **Applicants must request, in writing, the return of their posted park bond within 30 days of the close of the calendar year in which the event was held.** Damages beyond \$200.00 will be invoiced to the event coordinator.

**\*\*\*CRAFT FAIRS AND FLEA MARKETS SHALL POST A BOND PER EVENT OR OCCURANCE\*\*\***

**\*\*APPLICATION AND RENTAL FEES MAY BE PAID ON THE SAME CHECK;  
PARK BONDS SHOULD BE PAID SEPARATELY\*\***

**Fees for Lining the Field     \$468.00**

Any applicant seeking to hold a craft fair or flea market type of event, requiring the event site to be lined by the Borough's Department of Public Works, shall be charged the above fee.

<b><u>Garbage Receptacle Fees</u></b>	<b>\$175.00 6 yd.</b>
	<b>\$100.00 3 yd.</b>
	<b>\$75.00 2 yd.</b>
	<b>\$20.00 95 gallon can</b>
	<b>\$15.00 65 gallon can</b>

Rental of Borough dumpsters/cans includes an additional dumpster/can for recyclable material at no charge. If the event requires a dumpster, it will be at the discretion of the Public Works Department as to whether the event will be required to use Borough issued dumpsters or if the event is large enough to deem necessary the use of a commercial dumpster provider. If an event is large enough to deem the use of commercial dumpsters, the receptacles must be picked up the day after the event has concluded. **If the receptacles are not picked up by that time, a fine will be applied until it has been picked up.** All commercial dumpsters used must be covered.

**Fencing Fees**

<b>Veterans Park</b>	Dune Fencing installation and removal	<b>\$2,525.00</b>
	Construction Fencing installation and removal	<b>\$1,206.18</b>
	Construction Fencing installation only	<b>\$677.10</b>
<b>Taylor Ave. Park</b>	Construction Fencing installation and removal	<b>\$945.14</b>
<b>Taylor Ave. Bay Park</b>	Construction Fencing installation and removal	<b>\$468.00</b>

Any applicant may request fencing for their event but applicants serving alcohol are **required** to have fencing.

**Traffic/Crowd Control Fees**

If the Chief of Police or their designee determines that the event requires crowd/traffic control an additional fee will be charged. The fee is based on the number of officers needed and the hours that they will be covering the event. You will be put in touch with the police department and the finance office to come up with the best plan and payments are made to the finance office directly.

# **Special Event Application**

All data MUST be provided

## **A. APPLICANT AND SPONSORING ORGANIZATION INFORMATION**

1. Organization Name (if applicable) \_\_\_\_\_
2. Is this organization registered with the State of New Jersey as a non-profit organization?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Applicant Information
  - a. Applicant Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
  - c. Phone number: \_\_\_\_\_
  - d. Email: \_\_\_\_\_
4. Contact Person on the day of the event (MUST be on-site)
  - a. Name: \_\_\_\_\_
  - b. Cell number: \_\_\_\_\_

\*Please submit changes in the above information to the Clerk's Office immediately\*

## **B. EVENT LOCATION, DATES, TIMES**

1. Event title: \_\_\_\_\_
2. Event type:  
☐ RUN/WALK    ☐ CONCERTS    ☐ BLOCK PARTY  
  
☐ FAIR    ☐ SPORTS CAMP    ☐ BONFIRE    ☐ OTHER \_\_\_\_\_
3. Event Location:  
☐ Taylor Ave. Park (behind Bay Village)    ☐ Taylor Ave. Bay Park  
☐ Veterans Park    ☐ Tennis Courts (on Pearl St.)    ☐ Walsh Field (Ocean & Bay Ave.)  
☐ Nelson Ave. Park    ☐ Other \_\_\_\_\_

**EVENT LOCATION, DATES, TIMES CONTINUED:**

4. Event date(s): \_\_\_\_\_
- a. Event start time: \_\_\_\_\_ am/pm
- b. Event end time: \_\_\_\_\_ am/pm
5. Set up date: \_\_\_\_\_ Set up time: from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm
6. Tear down date: \_\_\_\_\_ Tear down time: from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm
7. Rain date(s): \_\_\_\_\_
8. No wave date(s): \_\_\_\_\_
9. Estimated number of participants: \_\_\_\_\_
10. Estimated number in attendance: \_\_\_\_\_

**C. EVENT DETAILS:**

1. Is this a fundraiser? No \_\_\_\_ Yes \_\_\_\_ Beneficiary \_\_\_\_\_
2. Registration or Entrance Fee? No \_\_\_\_ Yes \_\_\_\_ Amount \$ \_\_\_\_\_
3. Supplying your own First-Aid station? No \_\_\_\_ Yes \_\_\_\_
4. Food concession and/or food preparation area (s)? No \_\_\_\_ Yes \_\_\_\_
- a. Fuel Source \_\_\_\_\_ (gas, electric, charcoal, propane, etc.?)
5. Will tents be utilized for this event? No \_\_\_\_ Yes \_\_\_\_ Size \_\_\_\_\_ # of tents \_\_\_\_\_
- a. Name of Tent Company? \_\_\_\_\_
- You must acquire a separate tent permit through the Borough's Licensing Department.  
Call 609-492-0111, x221 or x224**
6. Will the event have scaffolding, bleachers, grandstands, platforms? No \_\_\_\_ Yes \_\_\_\_
7. Will a stage be utilized? No \_\_\_\_ Yes \_\_\_\_ Stage dimensions \_\_\_\_\_
8. Will there be entertainment? No \_\_\_\_ Yes \_\_\_\_ Type \_\_\_\_\_

**EVENT DETAILS CONTINUED:**

9. Are vehicle(s) and/or trailers to be used? No \_\_\_\_ Yes \_\_\_\_ Number being used \_\_\_\_\_

10. Will tables and chairs be used? No \_\_\_\_ Yes \_\_\_\_ # tables \_\_\_\_\_ # chairs \_\_\_\_\_

11. Does your event require electricity? No \_\_\_\_ Yes \_\_\_\_ Electric source \_\_\_\_\_

12. Will fencing, barriers, and/or barricades be utilized? No \_\_\_\_ Yes \_\_\_\_

a. Purpose \_\_\_\_\_

13. Are inflatable devices or amusements being used? No \_\_\_\_ Yes \_\_\_\_

a. List the types \_\_\_\_\_

b. Supplier \_\_\_\_\_

**\*The use of inflatables, amusements, and fireworks requires additional insurance information! Please contact the Clerk's office at 609-492-0111, x210, for a list of the additional information needed\***

14. Will you be setting up booth(s), exhibit(s), or enclosure(s)? No \_\_\_\_ Yes \_\_\_\_

a. Number and type \_\_\_\_\_

15. Will you be hanging a banner on the tennis court fence? No \_\_\_\_ Yes \_\_\_\_

\*Banners may only be displayed during your event\*

16. Will the event be advertised? No \_\_\_\_ Yes \_\_\_\_

a. How? \_\_\_\_\_

17. Providing a digital flyer for use on the Borough's social media accounts? No \_\_\_\_ Yes \_\_\_\_

\*Send digital flyer to Clerk's office: mbunce@beachhaven-nj.gov\*

13. Are street closures requested? No \_\_\_\_ Yes \_\_\_\_

a. What streets? \_\_\_\_\_

b. Reason? \_\_\_\_\_

14. **WILL ALCOHOL BE SERVED AT THIS EVENT? No \_\_\_\_ Yes \_\_\_\_**

a. If yes (the area where the alcohol is being served and consumed must be fenced off):

1. A consultation with the Chief of Police or their designee is required to determine a plan for traffic/crowd control and you will need to pay an additional fee for this service.
2. A consultation with the Superintendent of Public Works is required to discuss how the area will be enclosed and an additional fee may be required.

#### **D. RESTROOMS:**

1. Applicants are permitted to utilize the Borough's restrooms, if available. Bathrooms are typically open around Memorial Day weekend thru the first week in October.

a. Bathroom Locations:

- Taylor Ave.- 4 total (2 men's & 2 women's)
- Veterans' Parks - 4 total (2 men's & 2 women's)
- Walsh Field/Tennis Courts – 2 total (1 men's & 1 women's)
- Nelson Ave. Park – 2 total (1 men's & 1 women's)
- Nelson Ave. Park--2 total/location (1 men's & 1 women's)
- Dock Road – 4 total (2 men's & 2 women's)

2. Is your estimated attendance over 500? No \_\_\_\_ Yes \_\_\_\_

a. If yes, you need to supplement with portable toilets.

1. Refer to the SPECIAL EVENT PORTABLE TOILET CALCULATOR (found on pg.11) to determine the correct number that you should order. Reach out to the Clerk's office, 609-492-0111, x210, with questions.

#### **E. GARBAGE/RECYCLING REMOVAL**

1. Are you requesting rental of a Borough garbage receptacles? No \_\_\_\_ Yes \_\_\_\_

a. Type \_\_\_\_\_ # requested \_\_\_\_\_

1. Refer to the fee schedule, on page 4, to determine the additional charge. Checks for this service are to be handed in at the Clerk's office.

2. Do you want a recycling receptacle as well? (free of charge if purchasing garbage receptacle)

a. No \_\_\_\_ Yes \_\_\_\_ Type \_\_\_\_\_ # requested \_\_\_\_\_

3. Will you be removing all refuse on your own? No \_\_\_\_ Yes \_\_\_\_

#### **4. Large events and commercial dumpsters:**

a. The Superintendent of Public Works will determine if your event is large enough to deem the use of commercial dumpsters.

1. Commercial Dumpsters must be picked up the day after the event has concluded. **A fine will be applied daily, if this doesn't occur, until it has been picked up.**

2. All commercial dumpsters used must be covered.

5. **Special Note:** All garbage generated by VENDORS, during your event, MUST be disposed of properly in your dumpster, not the street/park cans.



## **F. REQUIRED ATTACHMENTS**

1. **Proof of Insurance: (Special Events and Bonfire Applicants Only):** Evidence of insurance will be required with application. Applicants must provide a certificate of General Liability Insurance naming the Borough as additional insured including Products & Completed Operations Insurance with a minimum combined single limit of liability per occurrence for bodily injury and property damage of one million (\$1,000,000) dollars with a minimum annual aggregate of two million (\$2,000,000) dollars. The Borough may require "Liquor Liability or Host Liquor Liability" coverage be provided by the applicant. For certain uses, "Spectators", Athletic Participants" and/or "Sports Accident" coverage may be required to be maintained by the user.
2. **Hold Harmless Indemnification Agreements (All Applicants):** An executed Hold Harmless Indemnification Agreement must be submitted with each application.
3. **Block Party Hold Harmless Requirements:** All residents and affected property owners involved must complete and fill out a Hold Harmless Indemnification Agreement.
4. **Additional Paperwork:** You may be asked to provide additional paperwork as determined by the review committee or the Borough Clerk, Manager, or departments involved in the event planning/organization.

## **G. AFFIDAVIT OF APPLICATION**

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. By signing this application, the applicant agrees to follow all rules and regulations of Chapter 140 of the Borough Code. All programs and facilities of the Borough of Beach Haven are open to all citizens regardless of race, sex, color, religion, national origin or handicap.

Applicant's Name: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

### **For Office Use Only**

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied      \_\_\_\_\_ Date \_\_\_\_\_  
Chief of Police

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied      \_\_\_\_\_ Date \_\_\_\_\_  
Borough Manager

# Hold Harmless Indemnification Agreement

The **Borough of Beach Haven**, hereinafter referred to as “**Municipality**”, hereby agrees to allow \_\_\_\_\_ [Name of Person(s) or Organizatio], hereinafter referred to as “**User**”, to use the facilities listed below:

1. Name and Location of **Facility(ies)**: \_\_\_\_\_

2. hereinafter referred to as “**Facility(ies)**” for:

\_\_\_\_\_  
(State the Purpose)

3. on the following date(s): \_\_\_\_\_

The above User shall inspect the described **Facility(ies)** prior to the use of the **Facility(ies)** and report any defective, hazardous or dangerous conditions found at the **Facility(ies)** to:

**Chris Carson 609-492-2525 at Municipality, and**

User shall immediately cease the use of the **Facility(ies)** until such defective, hazardous, or dangerous conditions are remedied. After the use of the **Facility(ies)**, **User** shall immediately report to the Municipality any and all defects, hazards, damages or dangerous conditions upon or adjacent to the **Facility(ies)**.

## Indemnification

User shall indemnify, save harmless and defend the **Municipality**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **Municipality**, from and against any and all claims, losses, costs, attorney’s fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **User’s** use of the named **Facility(ies)**, including all suits or actions of every kind or description brought against the Municipality, either individually or jointly with **User** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **User**, or through any negligence or alleged negligence in safeguarding the **Facility(ies)**, participants, or member of the public, or through any act, omission or fault or alleged act, omission or fault of the **User**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **User**.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **SPECIAL EVENT PORTABLE TOILET CALCULATOR**

For reference for large events and events serving alcohol

	<u>Max Attendance</u>	100	250	500	1,000	2,000	3,000	4,000	5,000	6,000	7,000
<u>Duration of Event</u>											
1 hr.		1	2	2	3	4	10	10	12	17	20
2 hrs.		1	2	3	4	8	12	16	20	27	32
3hrs.		1	2	3	5	10	15	19	24	34	38
4 hrs.		1	2	4	6	11	16	22	27	38	41
5hrs.		2	2	4	6	12	18	24	29	41	42
6 hrs.		2	3	4	7	13	18	25	31	42	46
7 hrs.		2	3	4	7	13	19	25	32	46	46
8hrs.		2	3	4	7	14	20	27	33	46	46

\*This chart will give you an estimated number of restrooms you will need for your special event. If alcohol is being served, we recommend increasing the number of restrooms for your event. Please keep in mind that this is an estimate only. You may need more, or less depending on your specific needs.